

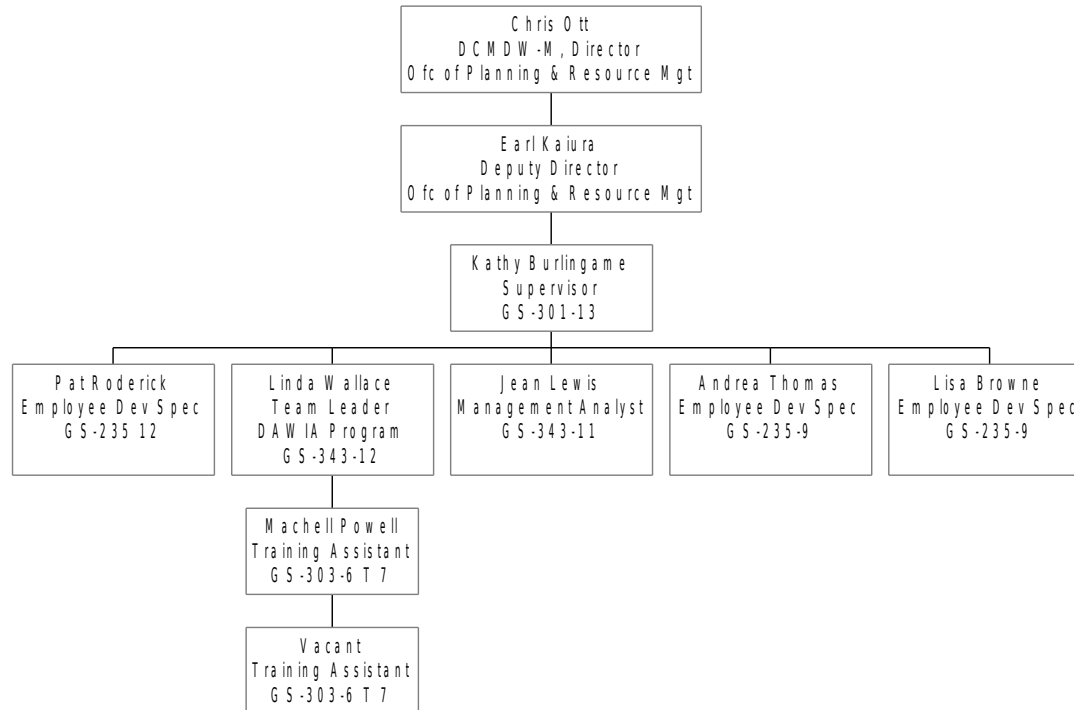
Workforce Development Team

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DCMDW-MJ

Workforce Development Team



Major Program Areas

- Training Budget Execution and Reporting
- Safety & Environmental
- Customer Requirements (i.e., NASA, Navy Nuclear)
- Flight Operations
- Quality Assurance Courses and Certification
- Developmental Programs
- Tuition Assistance
- Lead Agent - Supervisory Training Program
- Special Topics (such as CECs for legal folks; SFA Training)
- DAWIA Program Management
- Distance Learning

MJ Key Processes

- DLA TA System
 - (needs assessment/establish requirements)
- Budget execution
- Training administration
- DAWIA Certification
- Defense Acquisition Corps Processing

Challenges

- Resource challenges since July 1998
 - New Supervisor July 1998
 - - extended learning curve
 - Loss of DAWIA Program Manager Sep 98
 - position filled late Nov 98, extended learning curve
 - Loss of DAWIA program training assistants in Sep 98 and Apr 99
 - filled one position in Jul 99
 - second position to be filled in Aug/Sep 99

Challenges

- Relying on DAU - never get enough quotas to fill the need
- Late submission of DCMDW FY 99 Training Plan
 - lack of experience of MJ team and vacancies
- Sources for quality courses not available until very late in FY (DCPSO/DCTED)

Successes

- Improved DAU utilization rate
 - FY 98 rates averaged 50-75%
 - FY 99 rate as of Jun - 103%
- Lead Agent for DCMC Supervisory Training
 - West pilot 21 Jun; East pilot 4-8 Oct
- Executed 72% of training budget
 - total budget \$3,465,802
 - executed \$2,504,219 as of 7-31-99

Training Plan Execution Process

Dec-Jan	IDPs updated; needs assessment accomplished
Jan-Feb	Field identifies training requirements; updates TA
Feb	Annual DAU Quota Managers Meeting
Feb-Mar	District submits 5-yr DAU course projection to HROC
Apr-May	CAO/District submits proposed performance plan/training plan
Apr-May	District validates training requirements
Aug	DAU quotas received; attend DLA “swap meet”
Aug-Sep	District prepares training plan execution

DAU Course Management

- CAO identifies requirements on IDPs and updates DLA TA
- WFD receives quotas/schedule; provides to CAO
- CAO updates preferred class dates in DLA TA
- WFD selects candidates, verifies prerequisites, and allocates quotas in DLA TA
- CAO submits 1556s for allocations in the DLA TA
- WFD faxes 1556s to HROC for entry in ATRRS
- CAO submits travel request 30 days prior to class
- WFD faxes travel request to HROC
- HROC faxes orders to WFD 10 days before class
- WFD enters course completion data in DLA TA NLT 45 days after completion of class

Metrics

- MMR and SOB
 - DAWIA certification levels
 - DAU quota usage
 - Training hours per person

Metrics

- MJ Metrics
 - Forecast future training requirements
 - $\% \text{ total student completions} = \frac{\text{number of student completions}}{\text{number of total student requirements}}$
 - separate breakout for DAWIA requirements
 - Goal = 100% of classes scheduled one month before start of each quarter
 - $\% \text{ classes established each quarter} = \frac{\text{number of classes established each quarter}}{\text{number of total classes scheduled each quarter}}$

Metrics

- MJ Metrics
 - Goal = 100% of classes planned are completed each month
 - $\% \text{ planned class completions per month} = \frac{\text{number of class completions per month}}{\text{number of planned class completions per month}}$
 - Goal = 100% of students notified 30 days before class
 - $\% \text{ students notified 30 days before class starts} = \frac{\text{number of students notified 30 days before class}}{\text{number of total students scheduled}}$

Metrics

- MJ Metrics
 - Goal = 100% of students receive travel orders 2 weeks before class starts each month
 - $\% \text{ students receive travel orders 2 weeks before class starts} = \frac{\text{number of students receive travel orders 2 weeks before class}}{\text{number of total students attending class requiring travel orders}}$